Staffing

(Recruitment, Placement and Compensation)

MSgt Meredith Gray and SGT Brittany Willard

National Guard

Technician Personnel Management Course

Oversight Agencies

- Equal Employment Opportunity Commission (EEOC)
- General Accounting Office (GAO)
- Office of Special Counsel (OSC)
- Office of Personnel Management (OPM)
- National Guard Bureau (NGB)
- WV Human Resource Office Regulation 300-1

What is Staffing?

- Recruitment
- Placement
- Compensation

Recruitment

Supervisor should anticipate vacancies and personnel actions that will help maintain appropriate workforce manpower, such as –

- Pending Retirement
- Loss of Military Membership
- Resignation
- Promotion
- Reassignment
- LWOP/AUS

Other Recruiting and Retention Strategies

- Supervisors must sell the Technician Program
- Excellent medical and retirement benefits (TSP matching)
- Excellent promotion and upward mobility opportunities
- Competitive Salaries
- Service to Nation and State

Advertising Vacancies

Starts with an SF52

- What position(s) are you trying to fill?
- Who are you trying to recruit?
- Do you have any special needs?
- Is the position hard to fill?

Advertisement SF 52

Prior to submission to HRO

- Signatures by appropriate authorities (i.e. Selecting official and Activity Head)

What happens when submitted through SF52 distribution

- Received by HRO
- Classification Specialist reviews PD and Validates Position
- Staffing Prepares Advertisement
- Staffing sends draft announcement to selecting supervisor for review

Advertisement SF 52

Advertisement Cont:

Supervisor reviews the announcement for

Opening Date, Closing Date, Title, PD#, Grade, Area(s) of Consideration, **Minimum/Maximum Military Grades**, Duties & Responsibilities, Qualifications, Additional Requirements, etc.

Advertisement SF 52

Advertisement Cont:

- Reply to HRO with changes/approval
- Ensuring that it is not too restrictive
- Compatibility
- Publish in PDF format

Prior to Certification

- While waiting for the closing of the announcement:
  - Accept applications by email, mail or hand carry **on or before the closing date**
- Announcement closes

Certification

…is the process of reviewing applications. Our current Merit Promotion Plan states that if we have more than 5 applicants for a bargaining unit position, then a union representative is contacted and given the opportunity to participate in the certification process. The certification panel may also include a subject matter expert.

Certification

- Issuance of certificate
- Package includes
  - Applications
  - Compatibility Form
  - SF52
  - Certificate / OML
- Interview

Recommendation/Selection

- Supervisor will complete the following:
  - Compatibility Sheet
  - SF 52
  - OML
- HRO will ensure:
  - EEO Review
  - Military/technician compatibility
  - Coordinate with other HR functions
  - TAG approval
  - Approval notification from staffing

Approval

What are the supervisor responsibilities?

- Notification
  - Selected
  - Non-selected
- Notify HRO of adjusted start date
- Provide information and resources to selectee

Approval

What are HRO responsibilities?

- Notification of areas not interviewed
- Request OPF
- New technician in-briefing
- Completion of the SF-50

Compensation

New employee

- Generally starts as step 1
- May be eligible for
  - Highest previous rate
  - Advanced in Hire Rates
  - Superior Qualifications

Compensation

GS Employees:

- Receive pay increases in an amount equal to or greater than a 2-step increase in old grade

FWS Employees:

- Receive at least +4% of representative rate (Step 2) of old grade
- Amount may be influenced by change in locality wages/salaries

Within Grade or Step Increases

*GS: Based on **longevity***

- Step 1 – 4 1 year
- Step 4 – 7 2 years
- Step 7 – 10 3 years

Within Grade or Step Increases

*GS: Based on **job performance***

- Employees must have overall ratings of fully acceptable, AND fully acceptable in all critical elements
- Temporary GS employees are not eligible for increases

Within Grade or Step Increases

*FWS: Based on **longevity***

- Step 1 – 2 6 months
- Step 2 – 3 18 months
- Step 3 – 5 2 years

Within Grade or Step Increases

*FWS: Based on **job performance***

- Employees need only to have an overall fully acceptable rating
- All FWS are eligible for increases

Advanced In-Hiring Rates, based on Superior Qualifications

- Technicians must be entering the Federal Service for the first time or after a break-in-service of 90 days or more*.
- Advanced In-Hiring Rate may not be more than 20% above the candidates actual earnings.
- Must provide proof of income being forfeited (LES, pay stubs, W-2).

* Exceptions found in 5 CFR, §531-212 a (3) (i)

Advanced In-Hiring Rates, based on Superior Qualifications (cont.)

- Technicians must have unusually high qualifications and be forfeiting income that would justify a salary above the base pay, or
- Have a unique combination of education and experience that meets a special need of the West Virginia National Guard.

Determination of Superior Qualifications

- Quality of the candidate's accomplishments as compared to others in the field **or**
- Relevance of candidate's experience and education

Determination of Special Needs

- Candidate needs to bring to the position a type or quality of knowledge, skills, and abilities that could not otherwise be obtained
- Position being filled must be directly related to mission or program goals

Exclusions

- Superior Qualifications are not appropriate for:
  - Administrative/clerical support positions
  - A lack of high quality candidates

Justification

- Supervisors/Managers must certify in writing that the candidate:
  - Is forfeiting income that would justify a salary above the base pay for the grade, and either
  - Possesses superior qualifications, or
  - Possesses a unique combination of education and experience that meets a special need.

Special Pay Options

- Shift Differential
- Holiday Pay
- Sunday Pay
- Environmental Differential Pay (EDP) FWS
- Hazard Duty Pay (HDP) GS

Special Pay Options

GS Shift Differential:

- Basic Rate + 10% for work scheduled and performed between 1800-0600
- Differential added to paid leave period when amount is less than 8 hours/pay period

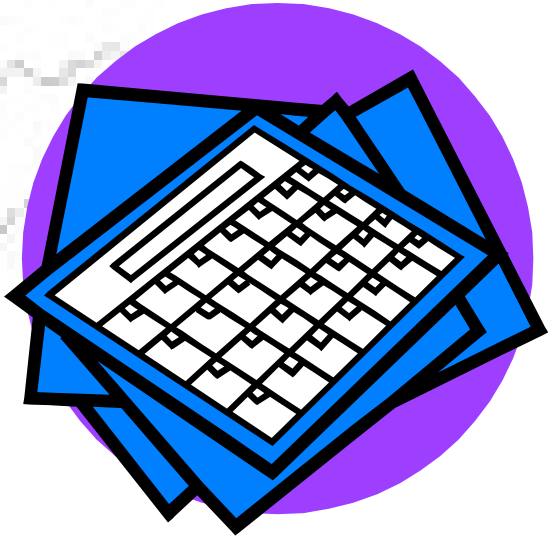
FWS Shift Differential:

- Basic Rate + 7.5% if MAJORITY of hours between 1500-2400 OR 10% if MAJORITY of hours between 2400-0800

Special Pay Options

Sunday Pay:

- GS & FWS: Base Rate + 25%
- Part-time employees not eligible



Severance Pay

Eligibility Requirements/Conditions:

- Can be part-time or full-time
- Must be involuntarily separated, other than for inefficiency, misconduct or delinquency
- Must have 12 months continuous service

Severance Pay

Eligibility Requirements/Conditions (continued):

- Must not be eligible for an immediate annuity upon separation
- Cannot be receiving injury compensation
- Have not declined a reasonable offer

Severance Pay

Amount of severance:

- One week's pay for every year of service up to 10 years
- Two weeks' pay for every year after 10 years

PLUS

- 10% adjustment for each year over age 40

Other HRO Responsibilities

Ensures internal placements are considered for voluntary and/or involuntary –

- Reassignments
- Changes to Lower Grade
- Lateral Transfers
- Reduction In Force (RIF)
- Transfer of Function

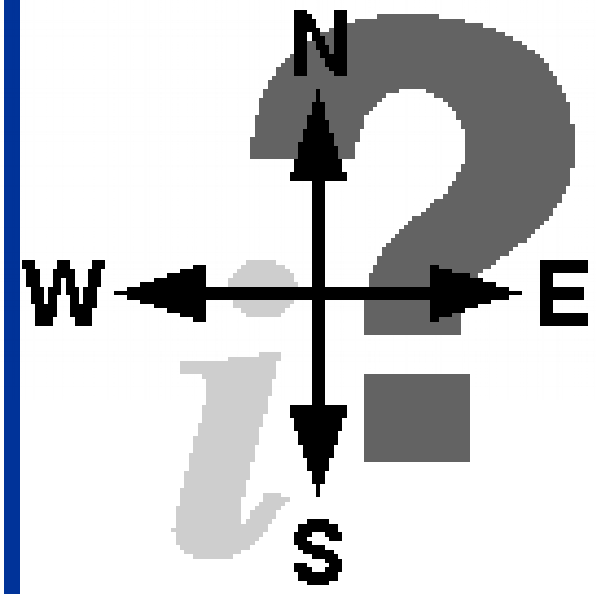
REVIEW – Staffing

1. Recruitment
2. Placement
3. Compensation

Resources / References

- TPR 300-1 Merit Placement for Excepted and Competitive Technicians
- WVHRO 531-212 Superior Qualifications Advanced In- Hiring Rate
- Additional references are available on the HRO website at www.wv.ngb.army.mil/jobs

Questions



MSgt Meredith Gray: 304-561-6605

meredith.a.gray@us.army.mil

SGT Brittany Willard: 304-561-6426

brittany.willard@us.army.mil